

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA
NEW ALBANY DIVISION

Career Law Clerk to Bankruptcy Judge

Salary: JSP 12-14 (\$73,375 - \$134,038) dependent on background and experience

Application Deadline: April 5, 2019 or until filled.

The United States Bankruptcy Court for the Southern District of Indiana is accepting applications for a Judicial Law Clerk to a Bankruptcy Judge. The position will be based in New Albany, Indiana. Responsibilities include preparation of legal memoranda, memos, orders, and opinions. Other duties include proofreading, verification of citations, assistance in courtroom proceedings, interaction with attorneys and the public, participation in the development of Court procedures, and special projects.

MINIMUM QUALIFICATIONS

Candidate must be a law school graduate and possess one of the following: (1) standing within the upper third of their law school class; (2) experience on the editorial board of a law review; (3) an LLM degree; or (4) demonstrated proficiency in legal studies which in the opinion of the judge is the equivalent of one of the above.

Candidate must possess knowledge of the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure and the Official Forms, and of the local rules of practice for the Southern District of Indiana. Familiarity with the federal judicial system's electronic filing system (CM/ECF) is preferred. The candidate must demonstrate proficiency in computer-assisted legal research and in use of Microsoft Office 365, particularly Word. Prior law clerk experience or post-graduate bankruptcy litigation experience is preferred and may be considered a valid substitute for class rank. Candidates must demonstrate an ability and willingness to work collegially with others and to maintain confidentiality. Preference will be given to those with post JD bankruptcy experience. First consideration may be given to those who apply early.

HOW TO APPLY

Résumés (including GPA and class rank, as well as email address and day and evening telephone numbers), and a cover letter indicating why you are interested in the position, should be emailed to: HRDept@insb.uscourts.gov. E-mailed documents must be in Word or PDF format. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview. **Faxed and mailed résumés will not be accepted. The application deadline is April 5, 2019.**

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States Bankruptcy Court is a smoke-free environment. Please note that federal judicial law clerks are governed by certain ethical guidelines that generally prohibit the practice of law and significantly restrict the ability to engage in pro bono legal representation and outside employment. Law clerks also are prohibited from engaging in any political activities, whether partisan or nonpartisan.